

PUBLIC HEALTH OFFICER
(Executive Management)

DEFINITION:

Under administrative direction, to plan, organize and direct all functions related to public health in the County of San Diego including the enforcement of all related laws, ordinances and regulations, and publishing the annual State of the County health report; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Public Health Officer is an executive management position allocated only to the Health and Human Services Agency (HHSA). This position requires a valid license to practice medicine issued by the California State Board of Medical Examiners pursuant to the Health and Safety Code §101005. The Public Health Officer has significant responsibility for formulating policy and for managing the overall activities of emergency medical services, communicable disease control, chronic disease control, AIDS/HIV services, epidemiology, vital records, public health laboratory, medical quality assurance and special assignments.

EXAMPLES OF DUTIES:

Plans, directs, and coordinates all functions and medical activities of a health program, or service, and related activities; formulates and implements policy/procedures within a health program, or service; monitors quality assurance and utilization review policies, principles, and methodologies; makes decisions regarding admissions, treatment, and discharge; evaluates existing services, identifies needs, and develops long-range health program/service plans, including goal setting and program design and evaluation; develops and implements innovative and traditional health plans and programs; identifies operational problems and formulates appropriate solutions; acts as liaison and exchanges information with public and private health services and programs, state and national hospital and medical associations, community, consumers, advocacy organizations, volunteer groups, law enforcement, and other professional organizations; performs special studies and projects as assigned by the Director, Health and Human Services Agency; and supervises other unclassified medical staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of public health issues/medicine with an emphasis on preventative health, environmental health, emergency medical services, public health nursing, health promotion and health care policy.
- Principles and practices of HIV/AIDS policy planning and/or program advocacy including surveillance, treatment and client services.
- Preventive medicine.
- Federal, state and local health laws, regulations, codes, and accreditation standards.
- Quality assurance and utilization review principles, policies, and methodologies.
- Community resources available to implement and provide health programs.
- Principles and practices of supervision, training, and general administration.

- Budgeting, organization, operations management and finance preparation.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct, and coordinate the functions of a hospital, program, or service, and related activities.
- Monitor quality assurance and utilization review policies, principles, and methodologies.
- Ensure that the agencies activities conform with federal, state, and local laws and regulations.
- Work cooperatively to meet the goals of providing quality, integrated services for all the citizens of San Diego County.
- Propose and implement creative approaches to traditional public health issues utilizing the best current scientific methods available such as public health research, survey techniques and statistical methodology.
- Communicate effectively in written and oral presentations to community groups, professionals, administrators and elected officials.
- Develop and implement innovative and traditional health care plans and programs.
- Identify operational problems and formulate appropriate solutions.
- Prepare executive-level reports and correspondence.
- Act as liaison and exchange information with a variety of outside agencies.

EDUCATION/EXPERIENCE:

Education, training, or experience, which demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: A valid license to practice medicine issued by the California State Board of Medical Examiners, AND; five (5) years of increasingly responsible management experience, preferably in a public sector (Public Health Department) environment. A graduate degree in Public Health is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

Possession of a valid license to practice medicine in the State of California.

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Background:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, and recency may be disqualifying. Prior to appointment, candidates offered positions in Health and Human Services Agency (HHSA) programs that deal with patients and/or drugs will be subject to a limited security clearance investigation performed by the HHSA.